



**康樂及文化事務署**  
**大埔區康樂事務辦事處**  
**Leisure and Cultural Services Department**  
**Tai Po District Leisure Services Office**  
**非公務員合約康樂活動兼職職位補充資料表格**

| 只供本署填寫<br>For Office Use Only |  |
|-------------------------------|--|
| 申請編號<br>Application No        |  |
| 面試日期<br>Interview Date        |  |

**Supplementary Information for Recruitment of Non-Civil Service Contract Part-time Staff**

**注意事項**

- (1) 本表格第(一)至第(三)部分均屬必須填寫的部分, 申請人須填妥有關部分。  
Parts (I) to (III) of this form are compulsory and must be duly completed by applicants.
- (2) 申請人必須於面試時出示香港身份證正本, 並提交已填妥的補充資料表格正本, 以及有關修業成績、證書及相關工作經驗的證明文件正本, 以供核實資格; 申請人亦須提供有關文件副本作記錄。申請人如未能提交所需文件正本以供核實資格, 本署有權不考慮其申請。  
Applicants who attend an interview are required to produce original copies of the Hong Kong Identity Card, the duly completed "Supplementary Information Form", official transcripts, certificates, and proof of relevant working experience for verification, and provide photocopies of such documents for record purposes. The Department reserves the right not to consider an application if the applicant fails to produce the originals of the required documents for verification.

**第(一)部份 Part (I) 申請職位 Application for**

請在適當方格內填上「✓」號, 以表示你希望申請的職位(可選擇多項)。  
Please put a "✓" in the appropriate box(es) to indicate the post(s) you wish to apply for. You may choose more than one option.

- |                                                                                 |                                                                 |                                                                |                                            |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> 助理導師(初級)<br>Assistant Instructor<br>(Elementary Level) | <input type="checkbox"/> 助理營務導師<br>Assistant Camp<br>Counsellor | <input type="checkbox"/> 助理領隊<br>Assistant Leader              | <input type="checkbox"/> 活動幹事<br>Organizer |
| <input type="checkbox"/> 主要活動助理<br>Key Official                                 | <input type="checkbox"/> 活動助理<br>Official                       | <input type="checkbox"/> 泳池清潔大使<br>Swimming Pool<br>Ambassador |                                            |

**第(二)部份 Part (II): 個人資料 Particulars of Applicant**

請填妥個人資料及在適當方格內填上「✓」號。  
Please complete the personal particulars and put a "✓" in the appropriate box(es).

姓名 Name : (中文 Chinese) \_\_\_\_\_ (英文 English) \_\_\_\_\_

職業 Occupation : ☐ 在職 Work ☐ 主婦 Housewife ☐ 學生 Student ☐ 其他 Others (請註明 please indicate) \_\_\_\_\_

教育程度 Education : ☐ 中三 Form 3 ☐ 中五/中六 Form 5/6 ☐ 大專或以上 Degree or above ☐ 其他 Others (請註明 please indicate) \_\_\_\_\_

語言 Language : ☐ 廣東話 Cantonese ☐ 英文 English ☐ 普通話 Putonghua ☐ 其他 Others (請註明 please indicate) \_\_\_\_\_

電腦軟件應用 Knowledge of general software : ☐ Microsoft Word/Excel/PowerPoint ☐ 中文打字(倉頡/速成) Chinese word processing ☐ 英文打字 English word processing ☐ 其他 Others (請註明 please indicate) \_\_\_\_\_

**第(三)部份 Part (III): 工作時間選擇 Available Working Hours**

請在適當方格內填上「✓」號, 以表示你選擇的工作時間(可選擇多項)。  
Please put a "✓" in the appropriate box(es) to indicate your available working hours. You may choose more than one option.

| 星期 Day<br>時間 Time | 星期一至五<br>Monday to Friday | 星期六<br>Saturday | 星期日及公眾假期<br>Sunday and Public Holiday |
|-------------------|---------------------------|-----------------|---------------------------------------|
| 06:30-12:00       |                           |                 |                                       |
| 12:00-18:00       |                           |                 |                                       |
| 18:00-23:00       |                           |                 |                                       |

**第(四)部份 Part (IV): 工作經驗 Working Experience**

如你曾獲康樂及文化事務署聘用為非公務員合約康樂活動兼職工作人員，請填寫以下部份。

If you have been employed by the Leisure and Cultural Services Department as Non- Civil Service Contract Part-time Staff, please complete the part below.

| 曾獲聘任的職位 Post(s) Previously Held                                                                               | 分區 District | 年期 Year |
|---------------------------------------------------------------------------------------------------------------|-------------|---------|
| 活動幹事Organizer/主要活動助理Key Official                                                                              |             |         |
| 活動助理Official/工作人員Casual Helper                                                                                |             |         |
| 泳池清潔大使Swimming Pool Ambassador                                                                                |             |         |
| 助理導師(初級) Assistant Instructor (Elementary Level)/<br>助理營務導師Assistant Camp Counsellor/<br>助理領隊Assistant Leader |             |         |

**第(五)部份Part (V): 有關籌備康樂體育活動的工作經驗 Related Working Experience of Recreation and Sports Programme**

如你曾獲其他有關籌備康樂體育活動的工作經驗，請填寫以下部份。

If you have other related working experience of recreation and sports programme, please complete the part below.

| 活動名稱 Name of Programme | 日期/ 時段 Date/ Period | 職責/ 崗位 Duty/ Post |
|------------------------|---------------------|-------------------|
|                        |                     |                   |
|                        |                     |                   |
|                        |                     |                   |

**第(六)部份 Part (VI): 與體育相關的證書或資格 Possession of Sports Related Certificate**

如你持有與體育相關的證書或資格，請填寫以下部份

If you possess of sports related certificate, please complete the part below:

| 證書名稱<br>Name of Certificate | 機構<br>Full Name of Issuing Authority | 有效日期 Validity |      |
|-----------------------------|--------------------------------------|---------------|------|
|                             |                                      | 由 From        | 至 To |
|                             |                                      |               |      |
|                             |                                      |               |      |
|                             |                                      |               |      |

本人證實以上資料均屬正確。如有任何個人資料變更，本人會通知大埔區康樂事務辦事處作出更改。

I confirm that all the above particulars are correct. If there is any change of the data, I shall inform Tai Po District Leisure Services Office to update the record.

申請人簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

**附註 Remarks**

- 本署招募兼職活動工作人員，是以備在有需要時向合資格人士提出聘任，協助推行各項康樂體育活動。現時本署非公務員合約僱員的服務年齡上限為 65 歲，因此在一般情況下，本署不會僱用 65 歲或以上人士出任兼職活動工作人員。  
Our recruitment of part-time official is to offer appointments to qualified persons on a need basis to assist in conducting recreation and sports programmes. The current age limit for serving as Non-civil Service Contract staff in the LCSD is 65. Hence, under normal circumstances, persons aged 65 or above will not be considered for the posts of part-time official.
- 申請人提供的資料只作申請大埔區康樂事務辦事處之兼職員工登記事宜及日後聯絡用途。申請人提供的個人資料只限獲本署授權的職員查閱。如欲更正或索取經本表格遞交的個人資料，請與大埔區康樂事務辦事處職員聯絡（查詢電話：3183 9020）。就此申請提供個人資料屬自願性質。申請人或須提供更多資料，以協助本署處理有關申請。如申請人未能提供足夠資料，本署或無法處理有關申請。

The information provided will be used for processing your application for recruitment of NCSC part-time programme officials of the Tai Po District Leisure Services Office of the LCSD and for future contact purposes. Our staff duly authorised by the LCSD will be given access to the personal data provided. For correction of or access to the personal data submitted via this form, please contact staff of the Tai Po District Leisure Services Office (enquiries: 3183 9020). Provision of personal data for this application is voluntary. Applicants may be required to provide additional information to assist the LCSD in processing relevant applications. The LCSD may not be able to process relevant applications if applicants do not provide sufficient information.